

RETIREMENT DATA (ARMY ONLY)									
DATA REQUIRED BY THE PRIVACY ACT (PUBLIC LAW 93-579)									
AUTHORITY:		10 USC 3012							
PRINCIPAL PURPOSES:		To control Retirement Processing and to facilitate ceremonial purposes and for Retirement Certificate.							
ROUTINE USES:		To maintain a record of Retirement Addresses and Telephone Numbers for contacting Service Members. To facilitate Retirement Ceremonial Functions and allow accurate preparation of certificates.							
DISCLOSURE:		Disclosure of the information by the individual is voluntary. Failure to provide information indicated by * may result in the Soldier not being allowed to participate in the Retirement Ceremony.							
Please type/print all entries on this form									
1. * NAME (Last, First, Middle)					2. SSN			3. * RANK	
4. * BRANCH (AG, IN, AV)			5. * DATE OF RANK		6. TRANSITIONAL LV DATE			7. RETIREMENT DATE	
8. UNIT					9. SPOUSE'S NAME (Last, First, Middle)				
10. * DUTY PHONE					11. * HOME PHONE				
12. EMAIL ADDRESS									
13. PRESENT ADDRESS									
14. RETIREMENT ADDRESS									
15. ACTIVE SERVICE DATE				16. YEARS		17. MONTHS		18. DAYS	
19. * DO YOU WISH TO TAKE PART IN A RETIREMENT CEREMONY? TYPE AN "X" IN APPR. BOX								YES	YES
20. * IF YES, CIRCLE OR TYPE IN THE BOX THE END-OF-MONTH RETIREMENT CEREMONY YOU WISH TO ATTEND:									
JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT
									NOV
21. NOTES: UNIFORM: (MANDATORY FOR PARTICIPANTS); CLASS "A" WITH ALL AWARDS AND DECORATIONS									
CEREMONY PARTICIPANTS MUST WEAR BERET DURING THE CEREMONY									
TIME AND LOCATION WILL BE VARIFIED BY MDW PROTOCOL									
PREBRIEF ONE HOUR PRIOR TO CEREMONY									
21. IF YOU ARE SERVICED BY FORT MYER TRANSITION POINT PLEASE FAX DATA SHEET BACK TO (703) 696 - 2780 OR (703) 696-8898									
22. OUT OF STATE PARTICIPANTS PLEASE FAX TO (202) 685-3379 OR EMAIL TO CSEProtocol.fmmc.army.mil									
<div style="display: flex; justify-content: space-between;"> HQ MDW Form PREVIOUS EDITION OF THIS FORM ARE OBSOLETE </div>									
Jan-05									